

Receiving Weaknesses

- Controls over the receipt of oxygen were weak.

During 1998 a total of \$106,069.50 was paid for fourteen monthly invoices to Medic Rescue Health Care Co. for the purchase of liquid oxygen refills, and E cylinder oxygen refills. The oxygen storage room is not locked and Medic Rescue personnel are allowed unsupervised access after hours and during weekends. A review of the receiving documentation and invoices revealed:

- 83 of 378 receiving documents in the files (22% -- \$19,866.50) were not signed or stamped to indicate receipt verification
 - Receiving documentation was not attached to invoices for 52 of 430 deliveries (12%). These payments with undocumented receipting totaled \$12,667.50.
- Pharmacy receiving documents were not all on file.

Receiving documents for 42% of the drug shipments reviewed from Gatti Services could not be located. Per review of the patients charts the medication was prescribed and administered. However, the receiving documents were necessary to ensure the proper quantities were received.

Recommendation:

We recommend that:

Procedures for oxygen receipt verification be strengthened.

All receiving documents be maintained for pharmacy shipments.